

MINUTES
of the
Finance Committee meeting held on 7th October 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs T Walker (Chair), K Brennan, C Danter, J Raywood, S Raywood, P Aldridge

In attendance: D Hill (Town Clerk)

F.19.055 To receive apologies

None received.

F.19.056 To receive declarations of interest

None received.

F.19.057 To receive dispensations

Cllr Danter re: item F.19.062.

F.19.058 To approve the Minutes of the Finance Committee meeting held on 25th July & 20th August 2019

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 25th July & 20th August 2019. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

F.19.059 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.028 June Bank Reconciliation - Agenda item to agree transfer amount from business account to 32-day notice account

F.19.029 Aged creditors & debtors – historic booking from earlier in the year from the Watson Hall

F.19.034 RBS cemetery package – Action: Ask for information and demonstration.

F.19.038 20.21 – Action: Invite Andrew Turner to a future Finance meeting.

F.19.046 Bank signatory change - Ongoing

F.19.060 To receive correspondence relating to the Finance Committee

Email received from Tewkesbury Town (North) Residents' Association thanking the Town Council for their grant. Email received from Heart of Prior's Park commending the layout of the invoices being generated from the new financial system.

F.19.061 Public Participation

There was no public participation.

F.19.062 To review bank reconciliations for August 2019

The bank reconciliations were reviewed.

Action: Town Clerk to contact RBS regarding the following items:

- Date on reconciliation report
- Change of name of cashbook 4 to 32-day notice account and description to interest received

- F.19.063 To review income & expenditure / budget reports for August 2019**
The Town Clerk outlined the new process and the income and expenditure reports were reviewed.
- F.19.064 To review the internal control checks carried out in July 2019**
The internal control checks were reviewed and the Town Clerk will add her comments to the report.
- F.19.065 To consider and agree grant applications from outside bodies**
The grant application was declined.
Suggest that the applicant applies to Tewkesbury Borough Council for funding from the High Street Heritage Action Zone funding.
- F.19.066 To review the recent grant awarded to HOPP**
It was RESOLVED that the recent grant awarded to HOPP be withdrawn.
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- F.19.067 To agree to add Spa Security and Soundwave Audio Ltd to the retained contractors list.**
It was RESOLVED to add Spa Security and Soundwave Audio Ltd to the retained contractors list. Proposed by Cllr J Raywood, seconded by Cllr Walker.
- F.19.068 To retrospectively approve expenditure relating to the exhibition held in the Town Hall for Heritage Open Days**
It was RESOLVED to approve the expenditure relating to the exhibition held in the Town Hall for Heritage Open Days. To be paid from the marketing budget.
Proposed by Cllr Walker, seconded by Cllr Danter.
- F.19.069 To discuss and agree the new petty cash process**
The Town Clerk provided an update on the process and it was reviewed. Future agendas will refer to a transfer to petty cash, as required.
- F.19.070 To review the External Auditor Report for 2018/19**
The report was reviewed, there are two minor areas to note.
- F.19.071 To agree the payments list**
It was RESOLVED to approve the payments list to a value of £6,375.50 for September and £1,002.51 for October to date.
Proposed by Cllr Walker, seconded by Cllr S Raywood.
- F.19.072 To discuss and agree on a draft committee budget for Financial Year 2020/21 and to consider the budget requirements for 2021/22 and 2022/23**
The draft committee budget for 202/21 and budget requirements for 20121/22 and 2022/23 were discussed.

There being no further business the meeting closed at 8.30pm

Signature of Chairman upon approval of the minutes 5th November 2019